

# West Lafayette Parks & Recreation Department

## Staff Management Report

### Monday, November 16, 2015

#### 1. Upcoming Program Dates:

- 11/16: Basketball for 2<sup>nd</sup> & 3<sup>rd</sup> graders begins @ Cumberland School Gym
- 11/25: Farmer's Market for Thanksgiving
- 11/26 & 27: City Offices Closed for Holiday
- 11/27: Riverside Skating Rink to open
- 12/8: West Lafayette Parks & Recreation Foundation Meeting, LNC @ 4 p.m.
- 12/21: Parks Board Meeting @ Morton Center Room 108, 4:30 p.m.
- 12/24 & 25: City Offices Closed for Holiday
- 12/24-1/3: Morton Center Closed for Holiday
- 1/1: City Offices Closed for Holiday

#### 2. Pennie Ainsworth, Assistant Superintendent's Report

- Kiwanis Playground: I met with Belinda Kiger to discuss the possibility of designing a playground for Cumberland Park. Belinda and I also met with Patrick Williams of T-Bird Engineering and Surveying. T-Bird Engineering has agreed to do the construction documents pro-bono. The Kiwanis are still waiting to hear which grants have been awarded.
- CDBG Funds: I will be preparing a Request for Proposal for ADA concrete work for installation of 18 bench pads (30" x 48") to provide companion seating, 3 new grill pads (48"x48") and 2 drinking fountain pads (60" x 60"). I will also be request quotes for new ADA picnic tables, drinking fountains and grills. ADA item are for Cumberland Park, University Farm Park, Tommy Johnston Park, Peck-Trachtman Park, Lommel Park and Trailhead Park. These are all items that have been mentioned in our ADA Self-Evaluations Reports.
- Global Fest: Our next meeting is Wednesday, November 18. Several of the former Global Fest committee members have agreed to serve as the event transitions to the Purdue campus
- Playground Equipment: I have been helping Tom James, our other Certified Playground Safety Inspector with playground equipment issues. The majority of our playgrounds are over ten years old. Life expectancy of a playground is ten to fifteen years.

#### 3. Chris Foley, Recreation Director's Report:

- 2<sup>nd</sup> & 3<sup>rd</sup> Grade school basketball will begin next Monday. Chrissy & Tim Whiteaker will be leading the program this year. The basketball program will begin on Monday and will continue through February.
- Skate sharpening has begun at the Ice Rink. Amanda Jeffries has been hired as our Assistant Manager. The Ice Rink staff has been hired. The maintenance and rink staff will be making ice as soon as the weather cooperates. The Ice Rink should be open on the scheduled Friday after Thanksgiving, Nov. 27.
- Classes are being planned for the Winter/Spring brochure.

#### 4. Bess Witcoskey, Morton Center Director:

- Bess will deliver a short presentation detailing the results of the of the Parks and Recreation questionnaire that was sent via Survey Monkey.
- **Holiday Activities at Morton:**
  - **Create a Gingerbread** House with Karen Springer, December 4<sup>th</sup> and 5<sup>th</sup>. Several times to choose from
  - **Ornament Making** with Julie Voorhoeve, November 21<sup>st</sup> from noon-3pm
  - **Weave a Sleigh Basket** with Bev Larson, December 21<sup>st</sup> from 6pm-9pm
  - **Gifts from the Heart** with Jeannette Rehmel, December 19<sup>th</sup>-22<sup>nd</sup>, various times

# West Lafayette Parks & Recreation Department

## Staff Management Report

### Monday, November 16, 2015

- The Morton community Center parking lot has been successfully sealed and new parking stripes have been painted.
- Bess spoke to the Daybreak Rotary Club on October 22<sup>nd</sup> and was able to share her programming philosophy, class information, and classroom space updates with them. It was a very enjoyable morning!

#### 5. **Jon Munn, Parks Director Report:**

- The pool leak testing is complete and we have determined that the main drain wells will need to be repaired in the spring as we prep to open the pool for the 2016 season. The pool and pool house has been completely winterized for the season.
- Cleaned the trail from Lindberg to Cherry lane for a Purdue longboard skateboard race.
- Purchased crushed stone and installed it as erosion control on the Trolley line trail at Happy Hollow Park.
- Completed the final section of retaining wall project at Happy Hollow with the Purdue CEM group. This Purdue club is interested in future projects in our Parks. They were very easy to work with and did a great job on this first project.
- Began routine park inspections with myself and Superintendent Jan Fawley. We plan to do weekly inspections of our parks and facilities.
- The Ice rink is prepped and ready to make ice the week of 11/16 - 11/21:
  - Repaired all dasher boards and tightened and reinstalled all bolts on dasher wall all the way around the rink.
  - Cleaned all floors under rubber floor mats and reinstalled at rink.
  - Made repairs to all plumbing fixtures at rink restrooms.
  - Started Zamboni prep for the 2016 rink season.
  - Cleaned all windows inside and out at ice rink.
  - Rearranged the rink director's office and reinstalled office furniture.
  - Power washed entire exterior of the ice rink facility.
- Installed Trex material on south end of barn at Mulch containment area.
- The Parks Barn siding project is complete and went very smoothly.
- Completed quarterly storm water inspections with Michael Susong at all parks properties. The inspections went very well and we will continue to educate staff on the importance of keeping our properties clean from debris and keeping our maintenance facilities organized and clean.
- Mowed the median on the new section of Cumberland Ave. at the request of the engineering dept. for the ribbon cutting.
- Winterized all drinking fountains at all parks properties.
- Removed shade structure at Cumberland Park for the season.
- Cleaned and winterized the Margerum fountain.
- Performed normal vehicle maintenance on tool cat and several trucks, including hydraulic hoses, brakes and snow tires.
- Removed a truck seat from one surplus vehicle and installed in Tom's city truck to replace badly damaged seat.
- Tom James and myself are scheduled to attend the annual Certified Playground Safety Institute in Carmel, 11/11 - 11/13

#### 6. **Dan Dunten, Stewardship Director's Report**

- **Celery Bog Nature Area**
  - Installed a bench near the wetlands and a new wood duck house over the water

# West Lafayette Parks & Recreation Department

## Staff Management Report

### Monday, November 16, 2015

- Working on a materials list for a potential new overlook deck near Cumberland Ave.
- We had our first wedding at the outdoor amphitheater
- Working with Garden Art with the planting of memorial trees on the property
- **Tree Topics**
  - With the Tree Friends group we trimmed approximately 450 street trees this fall and removed a large quantity of bush honeysuckle along Tapawingo Dr.
  - Worked with Deaton Tree Service to remove a tree and a large branch at the Morton Community Center, as well as a large tree in Lincoln Park.
  - Assisted with the Founder's Day planting of trees along Yeager Rd.
  - Selected a memorial 3" oak tree from Bellinger's for Don Campbell who passed away 2 months ago
  - Worked with the Tree Friends to prepare the contribution letter for city street trees
- **Stewardship Opportunities with Purdue University**
  - Gave a speech at the International Center
  - Critiqued educational presentations by landscape architecture and entomology students
  - Gave a presentation to an Agronomy class
- **Landscape Maintenance**
  - Crew worked to clean up the north section of University Farm Park near the large drain inlets
  - Involved with leaf removal at the various parks
  - Removed plants in a large overgrown area along Sagamore Parkway near the Northwestern Ave. overpass
  - Starting to cut back the ornamental perennials

#### 7. Janet Fawley, Park Superintendent's Report:

- 10/20: attended IPRA meeting in INDY – checked out Indy Bicycle RIDE/SHARE program.
- WREC Central Reach Stakeholder's meeting allowed for our input into Tapawingo Park, American Heritage Trail, etc. along Wabash River.
- Leadership Lafayette is hosting the Volunteer Expo in May 2016. I am co-chair for the public outreach committee.
- Attended ribbon cuttings for Granite Student Living Offices & Cumberland Avenue, and the Founder's Day Tree Planting.
- Working with contractors on tree mitigation project along the Hadley Lake drainage ditch.
- Participated in review of Purdue Student plans for the Garden Street Greenway.
- Program Staff revised program signups with following procedure:
  - a. Post Winter/Spring program Guide ASAP to website, with notification email blast to past customers; Will still mail guide as usual.
  - b. Allow public to begin signups right away (instead of waiting till specific date);
  - c. Begin work towards online signups ASAP using WebTrac, to be fully ready for summer program.
- I am working with Greater Lafayette Commerce on Hilltop-to-Hilltop Committee as co-chair; working on shopping program to encourage bikers & pedestrians to shop locally – especially during upcoming State St. construction.
- Met w/ Ryan Cambridge of Browning Day Mullins & Deardorf (BDMD) on Master Plan. Specific discussions included:
  - a. What Park staff can do to (demographics, inventory, acquire other plans, etc.)
  - b. Contract – is there a city contract to be used? What is included in contract from BDMD?
  - c. Need to organize conference call with Extension Staff.

West Lafayette Parks & Recreation Department  
Staff Management Report  
Monday, November 16, 2015

**8. Larger Projects completed this year to date:**

- ✓ Riverside Ice Skating Rink repairs(CCD R/M services)
- ✓ Tapawingo Park Public Art
- ✓ Tractor repair (CCD)
- ✓ Basketball courts resealed / striped(CCD funds)
- ✓ Pool leak determined(NR Capital Pool Fund which transferred to Parks & Rec fund)
- ✓ 10/9: Former Parks Director house demolished
- ✓ Cumberland Barn siding (RDC funds)
- ✓ Morton Center Parking Lot resealed / striped
- ✓ Fence repairs complete
- Morton Center Mirrors for Rooms 202 & 206 (NRO Fund)
- ADA Work @ Tapawingo (RDC Funds)
- Playground Safety Surfacing at all playgrounds(CCD Funds)
- Happy Hollow Ravine Trail (RDC Funds)
- Celery Bog Nature Area Sign/Public Art (RDC)
- HH Maintenance Building-Modine Heater (CCD fund)